



Instructions:
**Kansas Limited Liability
Company Articles of
Organization**

**Contact:
Kansas Office of the Secretary of State**

Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594

(785) 296-4564
kssos@sos.ks.gov
www.sos.ks.gov

Save time and money by filing your articles of organization online at www.sos.ks.gov

All information on the articles of organization must be complete and accompanied by the correct filing fee or the document will not be accepted for filing.

- ☐ 1. **FILING FEE:** The filing fee for this document is **\$165**.
- ☐ 2. **PAYMENT:** Please enclose a check or money order payable to the Secretary of State. Articles received without the appropriate fee will not be accepted for filing. Please do not send cash. **Also, to expedite processing, please do not use staples to attach checks.**
- ☐ 3. **COMPANY NAME:** A word of organization must be included in the name per K.S.A. 17-7673. Permitted words of organization are “Limited Company”, “Limited Liability Company”, or the abbreviation “L.C.”, “L.L.C.”, “LC” or “LLC”. Kansas Statutes can be reviewed at www.kslegislature.org.
- ☐ 4. **RESIDENT AGENT:** The resident agent is a person or entity that is authorized to accept service of process (lawsuits) on behalf of the business entity. This does not necessarily mean that the agent himself/herself is being sued, but that he/she has the authority and responsibility to accept service of process on behalf of the business.
- ☐ 5. **REGISTERED OFFICE:** The registered office is the address where the resident agent is located.
- ☐ 6. **MAILING ADDRESS:** The mailing address is where you would like to receive official mail from the Secretary of State’s office.
- ☐ 7. **SIGNATURE:** The articles require the signature of any person authorized to form the limited liability company.

STAY UP-TO-DATE ON YOUR ORGANIZATION’S STATUS, ANNUAL REPORT DUE DATE AND CONTACT ADDRESSES BY GOING TO WWW.SOS.KS.GOV. UNDER QUICK LINKS, SELECT SEARCH BUSINESS ENTITY INFORMATION.

NOTICE: *There is a \$25 service fee for all checks returned by your financial institution. All information must be completed or this document will not be accepted for filing.*

DL**51-09**

KANSAS SECRETARY OF STATE

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kssos@sos.ks.gov
www.sos.ks.gov*Above space is for office use only.***INSTRUCTIONS:** *All information must be completed or this document will not be accepted for filing.
Please read instructions sheet before completing.***1. Name of the limited liability company:****2. Name of the resident agent and address of the registered office in Kansas:***Address must be a street address
A P.O. box is unacceptable**Name**Street Address**Kansas**City**State**Zip***3. Mailing address:***This address will be used to send official mail from the Secretary of State's office**Attention Name**Address**City**State**Zip**Country***4. Tax closing month:****5. Effective date:***A future effective date must be within 90 days of filing date*☐ **Upon filing**☐ **Future effective date***Month**Day**Year***6. I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct, and I have remitted the required fee.***Signature of organizer**Date (month, day, year)*